

COMPLAINT FORM

CITY OF READING CHARTER BOARD



Please Submit
completed forms to:
Charter Board
P.O. Box 12149
Reading, PA 19612

INSTRUCTIONS – Please see page 2 of this form.

1. Identify the person or governmental body which is the subject of your complaint:

Name: _____ Position or Title: _____

--OR--

Name of Governmental Body _____

Additional Contact Information if known and applicable:

Phone: Work () _____ Home () _____

2. Note the Section of the City of Reading Charter or Administrative Code that you feel has been violated.
3. Explain in detail why you believe that the individual or governmental body named above may have violated the City of Reading Charter or Administrative Code. Include dates of alleged violation, if known. Attach additional sheets of paper if necessary.
4. Attach or make reference to any documents, materials, minutes, resolutions or other evidence which support your allegations.

5. Sworn to and subscribed before me this _____ day of _____, 20____ I swear or affirm, under penalty of perjury, that the facts set forth in this complaint are true and correct to the best of my knowledge information and belief.

(Notary Public)

My Commission expires:

(Signature of Complainant)

Print your name: _____

Home Address: _____

Phone: Work () _____

Home () _____

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INSTRUCTIONS

1. Complete all sections of the complaint form. Incomplete forms will not be processed.
2. Give the specific name and title of the person or governmental body about whom you are filing the complaint. If you are filing a complaint about more than one person, use a separate complaint form for each person. Indicate phone number, if known.
3. Provide a detailed account of the activity that is alleged to be a violation of the City of Reading Charter or Administrative Code. The Charter Board's jurisdiction extends solely to the violation of any Section of the City of Reading Charter or Administrative Code, in whole or in part, except that the Board's jurisdiction shall not extend to cases arising under the Ethics Code or the Personnel Code. The Investigative Officer will make a determination of jurisdiction within one week and notify you.
4. Enclose records, documents, minutes, etc. that support your allegations.
5. Sign the form and have a notary sign, date, affix seal, and note the date their Commission expires.